

# Emmaus Lutheran School Return to School Protocol

Due to restrictions and guidelines placed on the school from Los Angeles County and California health authorities, Emmaus Lutheran School has temporarily created the following to ensure safety and well-being of our students, staff and families.

We at Emmaus understand that this is a difficult time, and we want to be as accommodating as possible, while providing quality Christian education to all of our students. Please understand that these guidelines may seem extreme, unpopular, or very different from our normal setting, but as stated above, these are the safety and well-being of our students and staff, and will be temporary changes.

**COVID-19 Coordinators:** Mrs. Rebekah Marousek along with Mrs. Bernice Reid

## **I. Staying home when appropriate**

A. Staff and families should stay at home if you are experiencing the following symptoms:

- o Fever or chills
- o Cough
- o Shortness of breath or difficulty breathing
- o Fatigue
- o Muscle or body aches
- o Headache
- o New loss of taste or smell
- o Sore throat
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea

B. Be alert for symptoms. Watch for **fever, cough, shortness of breath, or other symptoms of COVID-19.**

- a. Take your temperature if symptoms develop.
- b. Practice social distancing when feasible. Practice physical distancing requirements when in crowded places.
- c. Follow CDC guidance if symptoms develop.

C. If you feel healthy but Recently had close contact with a person with COVID-19

- a. ***Vaccinated:*** Self-monitoring - if no symptoms, they may continue to attend school
- b. ***Unvaccinated:***
  - i. Unvaccinated students who are in close contact (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified quarantine as follows: They may continue to attend school for in-person instruction if they:
    - 1. Are asymptomatic;

2. continue to appropriately mask, as required
  3. Undergo at least twice weekly testing during the 10-day quarantine;
  4. and continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
- ii. Unvaccinated close contact who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described above the following protocol must be followed. For those unvaccinated contacts who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
    1. Quarantine can end after DAY 10 from the date of the last exposure without testing; OR
    2. Quarantine can end after DAY 7 if a diagnostic specimen is collected after DAY 5 from the date of last exposure and tests negative.
  - iii. If symptoms develop during the quarantine period, the exposed person must immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care. If the quarantine contact tests positive or experiences symptoms the following must be followed:
    1. Stay home until 10 days after on-set of symptoms.
    2. Check your temperature twice a day and watch for symptoms of COVID-19.
    3. If possible, stay away from people who are at [higher-risk](#) for getting very sick from COVID-19.
- D. If you **have been diagnosed with COVID-19, or** are waiting for test results, or have a cough, fever, or shortness of breath, or [other symptoms of COVID-19](#): **Isolate Yourself from Others**
- a. **Isolation: Stay home until [it is safe to be around others](#).**
    - i. **If you live with others, stay in a specific “sick room” or area** and away from other people or animals, including pets. Use a separate bathroom, if available.
    - ii. Read important information about [caring for yourself](#) or [someone else who is sick](#), including when it’s safe to end home isolation.
    - iii. **If a staff member, student, or immediate family member tests positive for COVID-19, you must stay home for 10 days and receive a clearance from a doctor indicating that you are negative for COVID-19 and are clear to return to school.**

- E. If you recently traveled from somewhere outside the United States or on a cruise ship or river boat: **Follow CDC Guidance for: [returning from international travel returning from cruise ship or river voyages](#)**

## II. Plan to Address Positive COVID-19 cases or Community Surges

- A. In accordance with the CDHP guidance, when a student, teacher, or staff member of their household tests positive for COVID-19 and has exposed others at the school, Emmaus will follow the following steps:
- a. If a student shows signs of illness, the child will be sent to the office for evaluation.
  - b. Students will have their temperature taken and symptoms assessed.
  - c. Students with a temperature of 100.4 are not allowed to return to school until the student is fever-free for 24 hours without temperature-altering medication (such as Tylenol or fever-reducing medicine)
  - d. If COVID-19 symptoms are recognized, a medical evaluation may be necessary.
  - e. If a confirmed case of COVID-19 has caused exposure to the school the following protocols will occur:
    - i. In consultation with the local public health officials, the principal and other school officials may consider whether school closure is warranted and length of time based on the risk level within the specific community as determined by the local public health officer.
    - ii. In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual was based will typically need to close temporarily as students or staff isolate. If a staff member or student has been exposed, please follow the quarantine protocol listed in the previous section. If the student/staff member is quarantined at home, they must follow the aforementioned protocol. Upon return, the staff member or student must report to the office for a health check before entering the classroom.
    - iii. Additional close contacts at school outside of a classroom, Emmaus students or staff should follow the aforementioned protocol. These protocols will be strictly enforced, especially with unvaccinated students/staff.
    - iv. If additional areas of the school are visited by the COVID-19 positive individual, that area may be closed temporarily for cleaning and disinfecting.
    - v. During quarantine/isolation of a classroom or school, distance learning will resume through live instruction. Chromebooks will be checked out during quarantine so that no one is left behind. After the 10 days, students and staff will return to the classroom.

**If a student/family member/staff test positive while in quarantine/isolation, they will be responsible for calling Emmaus and speaking to the COVID-19 coordinator.**

- B. A determination as to when it has been deemed safe to return to school will be made on a case-by-case-basis in accordance with the health officials. As soon as it is deemed safe to open, parents will be notified and school will resume.
  - a. Confidentiality will be observed under all circumstances. Staff members will not be permitted to give personal information to anyone about a student, staff member or school family. Because we are a Christian community, we will continue to pray for those who are ill, but will not tolerate accusations, misinformation or sharing of personal information.

### **III. Campus Access**

- A. Staff and Students entering Campus must wear a mask while indoors.
- B. **Morning Drop-off**: At this time, parents are not allowed to come on to campus between 7:50-8:15 for morning drop off time.
  - a. Active Screening: Emmaus will screen all staff, teachers and students. Each student will be screened and will receive temperature checks with a non-touch thermometer and will be asked if they have any Covid-19 symptoms.
- C. Grades K-8 Students Arriving Late procedure:
  - a. We are requesting that parents make every attempt to get students to school on time, particularly during this pandemic situation. It is disruptive to the classroom when students are not on-time to school.
  - b. If a student arrives after 8:15 a.m., the student must report to the school office to have their temperature taken.
- D. **Afternoon Pick Up**: We will have a drive-through pick up in a parking lot for students that will be picked up after school.
  - a. K-2 students can be picked up in our parking lot between 2:45-3:00. At 3:00 if they have not been picked up they will be signed into daycare.
  - b. Grades 3-8 can be picked up between 3:10-3:25. At 3:25 any student that has not been picked up will be signed into daycare.
  - c. After 3:30, parents will need to park and go to the multipurpose room in order to sign out their student from daycare. Masks are required.
- E. **Early Pick up** Procedure:
  - a. Parents must contact the school office prior to arrival for early pickup.
  - b. The student will be sent from the classroom to the school office for dismissal.
  - c. Upon arrival, the student will be escorted to the front office to be released to their parent.
  - d. Pick up rules concerning who may pick up a student will still apply. Adults over 18 years old on the student emergency form will be authorized for student pick up.
    - i. A written note explaining additional adults authorized to pick up a student must be submitted via email or fax to the school office.

- ii. Verbal communication to add or change authorization will not be permitted.
- F. If a student is symptomatic while entering campus or during the day:
  - a. Students who develop symptoms of illness while at school should be separated from others right away, isolated in a designated area (sick room in office).
  - b. Students will remain in isolation with continued monitoring by an adult until picked up by an authorized adult.
  - c. Emmaus will advise parents that sick students will not be able to return to school until they have met the CDC criteria to discontinue home isolation (please refer to section **Staying Home When Appropriate**)
- G. Outside Visitors and Groups:
  - a. Emmaus will have limited access on campus for parents and other visitors.
  - b. All parents and visitors will go through the active screening process. Each visitor will have their temperature taken by a no-touch thermometer and they will be asked about COVID-19 symptoms. If any COVID-19 symptoms exist, the parent or visitor will be asked to leave the campus. All visitors will be expected to wear face coverings at all times.
  - c. External Community Organizations must follow the school's health and safety plan and CDPH guidance to use the facility. All temperatures must be checked, must answer all COVID-19 health assessment questions, and sanitation and disinfection of used areas is mandatory before and after use. In addition, all external visitors must wear face coverings at all times.
  - d. Delivery protocol – Delivery providers will be required to wear a face covering before entering school, and staff who receive packages must wash their hands or use hand sanitizer after handling merchandise.

#### **IV: Hygiene**

- A. Handwashing
  - a. Students and staff will have opportunities to hand wash frequently throughout the day in accordance with the CDHP and Cal/OSHA guidance.
  - b. Every classroom will have sufficient access to handwashing and hand sanitizer.
- B. Training of staff and students on proper handwashing techniques and the use of PPE use including the following:
  - a. Scrub hands for at least 20 seconds or use hand sanitizer if soap and water are not accessible. Staff and students will use paper towels to dry hands thoroughly.
  - b. Hand washing must be done before leaving to school, arriving for school, leaving school, after eating and preparing food, after activities, after close contact with others, using shared surfaces or tools, before using the restroom, after using the restroom, after blowing nose, coughing or sneezing, and various other times as deemed necessary.
  - c. Students and faculty must follow guidance on proper PPE use. Students and staff will be encouraged to wash their hands before putting on their face covering, put

it over your nose and mouth and secure it under your chin, try to fit it snugly against the sides of your face, and make sure they can breathe easily.

#### **V. Emmaus will be offering in-person instruction:**

- A. Traditional Instruction: A renewed focus on essential standards and checking for understanding formatively; Continued support for the development of effective technology integration across content; Ensure articulation across grade levels and content areas; Continue to strengthen collaboration through professional learning communities.
- B. Students and/or families with extreme cause for exemption from in-person instruction will be evaluated by the Vice-Principals and Teachers. Online learning will only be provided in extenuating circumstances.

#### **VI. Protective Equipment:**

- A. Personal Protective Equipment (PPE) will be available to all students and staff to ensure we meet the needs of all personal health and safety in our school facility.
  - a. Emmaus will require all students and staff to wear a face covering while on campus inside the classroom or inside open common areas. If they have forgotten their face covering, one will be provided to them.
  - b. According to CDC, face coverings are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Emmaus will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons.
- B. Staff Protective Equipment
  - a. All Emmaus staff and teachers will be required to wear face coverings inside. According to CDHP guidance, teachers will be allowed to wear face shields, which will enable our students to see their faces and avoid potential barriers to phonological instruction.
  - b. Emmaus will provide its employees face coverings if the employee does not have a clean one to wear.
  - c. Emmaus will provide protective equipment, as appropriate for work assignment.
    - i. Front office staff and daycare workers will be provided face coverings and disposable gloves as necessary.
    - ii. For Custodial Staff, protective equipment and PPR for cleaning and disinfecting will be provided.
    - iii. For regular surface cleaning, gloves will be provided for cleaning and disinfecting.
- C. Student Protective Equipment
  - a. Emmaus students must wear face covering inside at all times, especially when physical distancing cannot be maintained.

## **VII. Physical Distancing**

- A. Space and seating/desks will be spaced apart to allow for social distancing
- B. Desks will have shields and will be spaced apart when feasible. If not feasible, masks will be worn at all times.
- C. When physical distancing is difficult, students and staff are required to wear face coverings to mitigate virus spread.
- D. Playground/Outside Spaces/Athletics
  - a. Emmaus will provide supervision to ensure physical distancing, as feasible.
- E. Lunch
  - a. Food service through Miss Amy will be individually packaged.
  - b. Each lunch will be individually packaged to eliminate self-service or sharing of food. Staff will limit the amount of students per table to maximize physical distancing as much as possible while eating.
  - c. After each lunch period, students will wash hands or use hand sanitizer and all tables will be cleaned with disinfectant pre/post every lunch period. If students eat inside, tables will be disinfected, students will wash hands, and trash will be removed.
  - d. As long as it is safe to do so, students will take their lunch outside.
- F. If weather becomes an issue, students will eat lunch in the classrooms.
  - a. If the temperature at 11:00 a.m. is higher than 98 degrees or higher, students will remain inside.
  - b. If it is raining at 11:00 a.m., to the point that tables are getting wet, the students will remain inside.
- G. Staff
  - a. Staff meetings, training, and staff development will be conducted either virtually or via in-person in a larger room to provide for social distancing.
  - b. Office staff is spaced apart within the CDC guidelines and a physical barrier has been added for the reception area to safeguard our employees.
- H. Chapel services will be held in the chapel. Face coverings will be mandatory. Students will be spaced out and seated with their classes.
- I. Library will be offered for checking out books.
- J. Classes will be assigned a playground zone and are expected to remain within its perimeter to meet social distancing guidelines.

## **VIII. Cleaning and Disinfecting**

- A. Students will use their own individual classroom materials. If there are shared materials they will be disinfected between uses.
- B. Emmaus staff will disinfect surfaces between uses according to CDC guidelines. The following surfaces will be disinfected:
  - a. Desks and tables
  - b. Chairs
  - c. Keyboards, phones, headsets, copy machines
  - d. Toys
  - e. Pencil sharpener, stapler

- C. Emmaus Staff will disinfect the following surfaces (high touch services) frequently throughout the day.
  - a. Door handles
  - b. Drinking fountains
  - c. Sink handles
  - d. Restroom surfaces
  - e. Toys, games, instructional materials, art supplies
- D. Emmaus will choose disinfecting products approved by the EPA to use against COVID-19.
  - a. Emmaus will clean and air out the facility when children are not present.
  - b. When a child is sick, they will be placed in an isolation room while waiting for parents to pick up. The area will be disinfected after 24 hours, if feasible.
  - c. Emmaus has regularly scheduled maintenance of all vents and air conditioners throughout the year. They are cleaned, sanitized, and filters are changed.
  - d. Drinking fountains will be maintained and checked to ensure that water meets sanitation standards. Students and staff will be encouraged to bring their own water to minimize use and touching of water fountains.

## **IX. Employee Issues**

- A. Staff Training
  - a. Staff levels will be sufficient to meet the unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.
  - b. Staff will maintain physical distancing of students when permissible.
  - c. Staff will be symptom screened and temperature checked daily.
  - d. Staff will be trained on the proper use of PPE equipment, included but not limited to cloth face removal, proper face covering, and importance of washing cloth face coverings.

## **X. Communication with students, parents, employee, public health officials and the community**

- A. The COVID-19 plan was a collaborative effort with all stakeholders.
- B. Communication and the COVID-19 will be sent to all stakeholders informing them of the new COVID-19 protocols.
  - a. Proper use of PPE
  - b. Cleanliness and disinfecting
  - c. Transmission prevention
    - i. Guidelines when to keep students home from school
    - ii. System for self-reporting symptoms (contact COVID-19 coordinator-Mrs. Marousek and Mrs. Reid)
    - iii. Emmaus will work with the health department to coordinate closure or part/all school in case of a positive COVID-19. Additionally, sanitation and disinfecting the classroom will be done after 24 hours or before if necessary.
- C. Communication Plan for notification to school for a positive COVID-19 case.

- a. In accordance with the state and local laws and regulations, school administrators will notify the local health officials, staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
  - iv. Emmaus will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.
  - v. Emmaus, while the school is closed and distance learning, will provide communication and a reminder of the importance of community physical distancing measures while the school is closed, including discouraging students or staff from gathering elsewhere.
  - vi. Emmaus will advise sick staff members and children to not return to school until they have met CDC criteria to discontinue home isolation.